

Environmental Leader Self-Certification Workbook



Grocery Stores

December 2010

Maine's Environmental Leader Certification Grocery Businesses



**BECOME AN ENVIRONMENTAL LEADER
AND RECEIVE BENEFITS**



Become a certified Environmental Leader in the grocery sector and receive **benefits**:

- Environmental Leader flag and decals to display at your property.
- Environmental Leader logo to use for advertising (website, literature, decals, etc).
- Free on-going technical assistance from Maine Department of Environmental Protection on how to continue to reduce environmental impact while saving money.



How the program works:

Complete the certification workbook by checking off all of the initiatives that your facility is currently undertaking.

If you need assistance filling out the workbook, please call one of the following program managers, Peter Cooke 207-791-8101 or Roy Krout 207-287-8550.

Please understand that not all of the items in the workbook are necessary; the workbook is a comprehensive list of the many different ways to generate points. There is a minimum number of points required from designated sections. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

1. Calculate your estimated score by adding up all of the checked boxes.
2. Send completed workbook to the DEP's Office of Innovation & Assistance.

Roy Krout
Maine Departmental of Environmental Protection
17 State house Station
Augusta, ME 04333
or fax: 207-287-2814

3. Your workbook will be reviewed and receive a final score by the DEP's Office of Innovation & Assistance.

Free technical assistance is available from DEP's Office of Innovation & Assistance to help any business achieve more points, regardless of point total. Low cost recommendations will be given to help businesses achieve more points.

Self-Certification Workbook

(final score subject to finalization by Program Manager)

Business name: _____

Address: _____

Contact person: _____

Phone number: _____

ph	crt	tri	lo
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as	mt	ml	sc
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Boxes for DEP use only

Building square feet: _____ Email (for electronic logo) _____

Parking lot square feet: _____ Does your business own your parking lot? _____

STORMWATER MANAGEMENT (minimum of 20 points required from this section)

✓ Written and posted policy prohibiting discharges to storm drains and removing accumulated fluids from the parking lot. ☐ 2 Points

✓ Facility has a outside trash receptacles: Number: _____ ☐ 1 Point per

✓ Facility has cigarette butt disposal receptacle(s): ☐ 2 Points

✓ Dumpsters or similar waste storage containers covered and non-leaking ☐ 1 Point

✓ Storm drains stenciled identifying their drainage to water bodies ☐ 2 Points

✓ Storm drain grate debris is removed

Two times per year

Four times per year

Once per month

Date of last 4 cleanings:

☐ 1 Points

☐ 3 Points

☐ 5 Points

✓ Vegetative buffers to protect water bodies (streams, ponds, lakes, saltwater, etc) from parking lots and driveways etc.

Mulch or other erosion control measures on exposed soils?

☐ 2 Points

Describe buffer zone and how it is maintained:

Page point total:

- ✓ **Storm drain catch basins in parking lot are cleaned out entirely on an annual basis** ☐ **5 Points**
Date of last cleaning:
Next scheduled cleaning:
Where is this information located and how is it communicated:
- ✓ **Facility uses only dry cleaning methods (e.g. sweeping with a vacuum sweeper) to clean up or prevent the discharge of pollutants**
- Four times per year ☐ **5 Points**
Once per month ☐ **7 Points**
Weekly ☐ **10 Points**
- ✓ **Minimize use of pesticides, fertilizers and irrigation water on landscaped areas. Practice integrated pest management (IPM) techniques to treat pest problems. Plant low input and sustainable grasses and ornamental plants that demand less fertilizer and pesticide use. Use pesticides as a last resort and when needed use the least toxic products that pose the lowest risk of exposure to people and animals. Use slow release or timed-release nitrogen fertilizer products. Use phosphorus free fertilizers unless a soil test indicates need or planting a new lawn or over seeding. Do not plant invasive plant species, use native or non-invasive, non-native plants to reduce the potential for natural habitat degradation.** ☐ **2 Points**
• *Describe low input plant species used and list fertilizer and pesticides used and;*
- ✓ **Facility does not use coal tar based asphalt sealants on parking lot surfaces.** ☐ **1 Point**
- ✓ **Stormwater/polluted runoff management and/or structural treatment systems in place**
- Catch basin insert (sponge for oils or grease) ☐ **5 Points per unit**
Absorbents (drop inlet pillows)
- Tree box filters ☐ **10 Points per unit**
Level Spreaders into Vegetated Buffers
Vegetated Dry Swales
- Porous Pavement ☐ **30 Points per system**
Rooftop Greening
Retrofitting Existing Detention Pond
(increase retention time, pre filter, or reduce orifice size)
- Bio-retention (rain garden) areas ☐ **Up to 30 Points**
Wet Ponds
Installed infiltrators
- ✓ **Stormwater storage and/or treatment systems maintained in accordance with a regular schedule?** ☐ **2 Points**
- ✓ **Developed plans for installing additional structural stormwater storage and treatment systems to reduce polluted runoff?** ☐ **5 Points**

Page point total:

ADMINISTRATIVE OFFICES

✓ **Adopt and display an environmental policy.**

☐ 5 Points

- *****Attach a copy of the written environmental policy.*****
- Describe where it is displayed to employees and customers:

✓ **Create an environmental team/ task force and meet at least quarterly.**

☐ 3 Points

- List meeting dates and attendees for past 3 meetings and attach minutes.

✓ **Commitment letter signed by all employees. Contact DEP program manager for details.**

☐ 3 Points

✓ **Facility uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content OR tree-free fiber content; coated paper shall contain a minimum of 10% post-consumer recycled content OR tree-free fiber content.**

☐ 3 Points

- *****Attach description from packaging and brand*****

✓ **Computer disks and ink jet cartridges are recycled.**

☐ 1 Point

- Method:

✓ **Computers and lap tops disposed of in a manner that ensures the components will be recycled. Describe:**

☐ 2 Points

Page point total:

CLEANING CHEMICALS

✓ Use cleaners and detergents that are environmentally preferable, readily biodegradable and do not contain certain chemicals. Some of the chemicals to avoid that are commonly used are listed below, however this list is not the complete list and awarding of points is subject to the Program Manager:

- chlorine bleach
- phosphates
- ethylene diamine tetraacetic acid or ethylene dinitrilotraacetic acid (EDTA)
- nitrilotriacetic acid (NTA)
- monoethanolamine (MEA)
- 2-butoxyethanol or ethylene glycol monobutyl ether (EGBE) or butyl cellusolve
- 2-Methoxyethoxy ethanol or diethylene glycol monomethyl ether (DEGME)
- Alkylphenol ethoxylates (APE)
- Dibutyl phthalate (DBP)

Or use “Green Seal, EcoLogo” cleaning materials throughout property.

<http://www.greenseal.org/findaproduct/i&i-cleaners.cfm>

http://www.ecologo.org/en/certifiedgreenproducts/?category_id=21#21

Describe which environmentally preferable product brands are used and for which purpose.

Glass cleaner: _____

☐ 2 Points

floor cleaner: _____

☐ 2 Points

bathroom cleaner: _____

☐ 2 Points

all purpose/ counter top cleaner: _____

☐ 2 Points

other: _____

☐ 2 Points

✓ Have a documented Standard Operating procedure for what gets disinfected and how it gets disinfected.

☐ 2 Points

Please attach.

Page point total:

WASTE MANAGEMENT **(REDUCTION, REUSE, RECYCLING)**

✓ **Recycling and waste prevention/reuse of:** *Describe your recycling and waste prevention/reuse procedures. Who performs them? How often? Can customers segregate waste?, etc.:*

Paper _____	<input type="checkbox"/> 2 Points
Cardboard _____	<input type="checkbox"/> 2 Points
Glass _____	<input type="checkbox"/> 2 Points
Metal _____	<input type="checkbox"/> 2 Points
Plastic _____	<input type="checkbox"/> 2 Points
Wood Pallets _____	<input type="checkbox"/> 2 Points

Universal Waste (State Law)

✓ **Store fluorescent lamps and CRT's (computer monitors and televisions) stored in a central accumulation area. Send YEARLY to a consolidation or recycling facility. This is a LEGAL obligation for all businesses within the state of Maine. Points will be awarded with proof of proper disposal of this type of waste.** ☐ required

Documented Standard Operating Procedure to ensure conformance with this legal obligation: ☐ 2 Points

✓ **Proper disposal of any waste that may be hazardous (State Law)** *(examples: leaking quarts of oil, leaking containers of pesticide, disinfectants).* ☐ required

Pharmaceutical Waste: ☐ required

Documented Standard Operating Procedure: ☐ 3 Points

Conformance to the two initiatives above are expected as it is a legal obligation for all businesses in Maine to dispose of Hazardous Waste and Universal Wastes properly.

If you need further assistance complying with this law, please contact the Pollution Prevention Program Manager to assist you.

Page point total:

WASTE MANAGEMENT continued

✓ Reducing, reusing, and recycling offer significant potential to decrease greenhouse gas (GHG) emissions. You can track your progress and measure the GHG reductions achieved by your waste management program by using the tracking tools offered by EPA's Wastewise Program. See link: www.epa.gov/wastewise.

☐ 10 Points

✓ Donation of food to a local food pantry or soup kitchen. *Describe:*

Does the Good Shepherd Food-Bank pick up food donations at your facility?
Yes _____ No _____

☐ up to 7 Points

✓ Establish a program to compost organic kitchen wastes for use as soil amendment in gardens or for farm animal feed.

☐ 3 Points

Where does it go? (Required to receive points) _____
Estimate of quantity?

✓ Elimination of Styrofoam food containers:

Does your store purchase Styrofoam? Yes _____ No _____

Elimination of Styrofoam for "to-go" orders

☐ 2 Points

in produce department

☐ 2 Points

from meat department

☐ 10 Points

✓ Waste vegetable oil or brown grease:

Collected for conversion to bio-fuels

☐ 5 Points

Routinely collected and properly handled, stored, and disposed of

☐ 1 Point

✓ Enrolled in "Got your Bags, Maine" Program

☐ 5 Points

Contact: Shelley Doak, Executive Director of Maine Grocers Association
at sdoak@mainegrocers.com or tel: 207-622-4461

- Display signs to remind customers to bring in re-usable bags in parking lot

☐ 3 Points

- Provide reusable bags for purchase
In store
At check out

☐ 1 Point

☐ 1 Point

See also: www.gotyourbagsmaine.org

Page point total:

MAINTENANCE

✓ Minimize use of pesticides. Prioritization of integrated pest management (IPM) techniques to treat pest problems both inside and outside building before chemical treatment. Use pesticides as a last resort and when needed use the least toxic products that pose the lowest risk of exposure to people and animals.

- *Describe pesticides used inside and outside the building:*

If chemicals are used it is a legal obligation to post this information just prior to the application of the chemicals as per state law. For a reference to this state law see:

http://www.maine.gov/agriculture/pesticides/chapter_26/index.htm

☐ required

✓ Purchase paint products with “low” VOC or “no” VOC content.

Interior Flat paint: less than 50 g/l VOC content

Exterior paint: less than 1000 g/l VOC content

☐ 5 points

☐ 5 points

- *Describe brand of paint and VOC content and percent purchased:*
- *How many gallons have been purchased or used?*

Interior:

Exterior:

✓ Paint roof white for minimizing summer heat gain as opposed to heat absorbing black roofs.

☐ 3 points

✓ Launder uniforms by “wet cleaning” as opposed to dry cleaning.

☐ 2 points

- *Name of launderer:*

Page point total:

REST ROOMS

✓ Use the following water conserving fixtures or retrofits:

2.2 gpm faucets and aerators with shut off valves;
1.6 gpf toilets;

☐ 2 Points

☐ 1 Point

✓ Men's restrooms include waterless urinals or fractional low flow flush.

Number of urinals and fractional gpm: _____

☐ 5 Points

per unit

✓ Use amenities that:

- *List all ingredients*
- *Do not contain palm oil*
- *Do not test on animals*

☐ 1 Point

☐ 1 Point

☐ 1 Point

✓ Hand dryer instead of paper towels in common bathrooms (Dyson Airblade or Xlerator models preferred). *List how many and type:*

☐ 3 Points

per unit

Page point total:

ENERGY

- ✓ **Contact Efficiency Maine for a :** ☐ 3 Points
- Free energy audit**
- Scoping audit (small fee)** ☐ 5 Points
- ✓ **Facility lighting shall be energy-efficient (compact fluorescent bulbs to T-8 fluorescent incentives are available for this from Efficiency Maine). Efficient flood lamp spot lighting (less than 40 watts or ceramic metal halides) will qualify.**
- 95% to 100% of the property** ☐ 7 Points
- 75% to 95% of property** ☐ 3 Points
- ✓ **Shut down or light dimming:** ☐ Up to 5 Points
Describe:
- ✓ **Fill out EPA's "Energy Star" Portfolio Manager.** *Contact DEP Program Manager for details.* ☐ 10 Points
- ✓ **Vending Misers on vending machines.** ☐ 3 Points **approx # _____**
- No vending machines** ☐ 5 Points
- ✓ **Natural light substituting for electrical light, or use of the daytime dimming sensor** ☐ Up to 5 Points
Incentives are available for this from Efficiency Maine:
Describe:
- ✓ **LED or electroluminescent EXIT signs through out 100% of the property.** ☐ 3 Points
approx # _____
- ✓ **Purchase zero emission electricity.**
- http://apps3.eere.energy.gov/greenpower/buying/buying_power.shtml?state=ME ☐ Up to 50 Points
- # of kilowatt hours _____
- Type of purchase (RECs, Green Tags, Direct purchase)

Page point total:

REFRIGERATION

- ✓ Participate in EPA's GreenChill Program to manage refrigeration chemicals

☐ 10 Points

<http://www.epa.gov/ozone/partnerships/greenchill/index.html>

Working with EPA, GreenChill Partners:

Transition to non-ozone-depleting refrigerants;

Reduce refrigerant charges;

Reduce both ozone-depleting and greenhouse gas refrigerant emissions; and

Promote supermarkets' adoption of advanced refrigeration technologies.

- ✓ Variable speed/ frequency drives installed on motors (not running motors at full speed all the time). Describe how many and when the replacement took place:

☐ 5 Points
Per VFD

- ✓ Heat recovery from refrigeration systems.

Describe:

☐ 7 Points

- ✓ LED lighting in refrigeration units instead of fluorescent tubes.

Percentage of LED lighting fixtures:

☐ up to 10
Points

- ✓ Refrigeration curtains

Always pulled down

Closed at night

Standard Operating Procedure describing this responsibility

☐ 7 Points

☐ 5 Points

☐ 2 Points

- ✓ Butcher area separately zoned

☐ 5 Points

- ✓ Ice making

No ice making (use of refrigerated display cases)

Energy efficient ice maker

☐ 5 Points

☐ 3 Points

Page point total:

HEATING VENTILATION A/C (HVAC)

✓ **Routine maintenance performed. Filters changed regularly.** *Dates of last 3 filter changes:*

☐ 1 Point

Use of pleated Merv 8 rated filters. Not metal mesh filters.

☐ 3 Points

✓ **Variable speed/ frequency drives installed on motors (not running motors at full speed all the time).** *Describe how many and when the replacement took place:*

☐ 5 Points
Per VFD

✓ **Dehumidification system**
Describe:

☐ 3 points

✓ **Install high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater** *(incentives are available for this from Efficiency Maine).*

☐ 10 Points

✓ **New heating system.**

Year:

☐ Points
negotiable

Page point total:

SHIPPING BAY

- ✓ Utilize EPA's Smartway Transport Partnership. See link to:
www.epa.gov/otag/smartway. ☐ 10 Points

- ✓ Unnecessary idling:
 - Idle reduction policy documented ☐ 2 Points
 - Signage and outreach to suppliers regarding deliveries? ☐ 2 Points
 - Is there signage encouraging customers to avoid unnecessary idling? ☐ 2 Points

- ✓ Infrared heating ☐ 5 Points

ENVIRONMENTAL EDUCATION

- ✓ Maintain environmental information (display, brochure, etc) for customers and staff with current information on what your business is doing to reduce environmental impact. Can include tips and solicit suggestions from customers.

***This is separate from posting the environmental policy *** ☐ Up to 10 Points

KITCHEN/ DELI

- ✓ High Temperature (low flow) dish machine (as opposed to low temperature dish machines that use more chemicals). Must also be low flow. *List type:* ☐ 5 Points

- ✓ Low flow pre-rinse spray valve for pre cleaning dishes (.65 gpm or less)
www.foodservicewarehouse.com/education/going-green/low-flow-pre-rinse.aspx ☐ 2 Points

Page point total:

PRODUCT DISPLAYS

For this section, local means from Maine or within 250 miles of the store

✓ **Local NON-food items:**

Highlighted? Describe display:

☐ **Up to 5 Points**

✓ **Environmentally Preferable Products**

Displayed in a separate "natural goods" area

Displayed in a separate area AND integrated with other like goods:

Not separated but Integrated with other similar goods AND highlighted, describe:

Separate area AND integrated AND highlighted, describe:

Other products???? Describe below:

Cleaning Chemicals

Body Products

Paper Products

☐ **2 Points**

☐ **2 Points**

☐ **2 Points**

☐ **3 Points**

☐ **3 Points**

☐ **3 Points**

☐ **5 Points**

☐ **5 Points**

☐ **5 Points**

☐ **5 Points**

☐ **5 Points**

☐ **5 Points**

Page point total:

FOOD

✓ Produce

Require proof of certification for organic produce items

☐ 2 Points

What percentage of produce items on the shelf come from Maine or within 250 miles of the store?

10%-20%

☐ 1 Point

20%-80%

☐ 2 Points

80%- 100%

☐ 5 Points

✓ NON- produce food items (food and beverage items)

Require proof of certification for organic items

☐ 2 Points

What percentage of NON- produce food items on the shelf come from Maine or within 250 miles of the store?

10%-20%

☐ 1 Point

20%-80%

☐ 2 Points

80%- 100%

☐ 5 Points

✓ Organic products:

Measures are taken to prevent co-mingling, describe:

☐ 1 Point

Measures are taken to prevent cross-contamination, describe:

☐ 1 Point

✓ Eggs

Percentage of eggs on the shelf are organic?

10%-20%

☐ 1 Point

20%-80%

☐ 2 Points

80%- 100%

☐ 5 Points

What percentage of eggs on the shelf come from Maine or within 250 miles of the store?

10%-20%

☐ 1 Point

20%-80%

☐ 2 Points

80%- 100%

☐ 5 Points

Page point total:

FOOD continued

✓ Seafood and shellfish

What percentage of displayed seafood comes from Gulf of Maine?

10%-20%

20%-80%

80%- 100%

☐ 1 Point

☐ 2 Points

☐ 5 Points

Maine shrimp is prioritized as an alternative to other shrimp.

Highlighted, describe:

☐ 1 Points

Gulf of Maine Seafood is prioritized and emphasized in display

Highlighted, describe:

☐ 1 Points

✓ Meat

Poultry

Pork

Beef

What percentage of available meat products are certified organic?

10%-20%

20%-80%

80%- 100%

☐ 1 Point

☐ 2 Points

☐ 5 Points

☐ 1 Point

☐ 2 Points

☐ 5 Points

☐ 1 Point

☐ 2 Points

☐ 5 Points

What percentage are certified as humanely raised?

10%-20%

20%-80%

80%- 100%

☐ 1 Point

☐ 2 Points

☐ 5 Points

☐ 1 Point

☐ 2 Points

☐ 5 Points

☐ 1 Point

☐ 2 Points

☐ 5 Points

What percentage were raised in Maine or within 250 miles of the store?

10%-20%

20%-80%

80%- 100%

☐ 1 Point

☐ 2 Points

☐ 5 Points

☐ 1 Point

☐ 2 Points

☐ 5 Points

☐ 1 Point

☐ 2 Points

☐ 5 Points

Page point total:

FOOD continued

✓ Dairy

Milk

Cheese and other dairy products

Growth hormone (rBst) free?

20%-80%

80%- 100%

☐ 1 Point

☐ 3 Points

☐ 1 Point

☐ 3 Points

What percentage come from Maine or within 250 miles of the store?

10%-20%

20%-80%

80%- 100%

☐ 1 Point

☐ 2 Points

☐ 5 Points

☐ 1 Point

☐ 2 Points

☐ 5 Points

Page point total:

Measurement (sample provided on next page)

This section is designed to help you track your waste generation, energy usage and water usage. The emphasis of this section is to find value in tracking these aspects of your business.

If you have had an increase please do not get discouraged from using this section, but describe why the increase occurred (expansion, more customers, etc) and if there was a decrease, please describe what you attribute the decrease to.

Business activity (has your business increased or decreased?)

Please enter a percentage (estimates are acceptable) _____ %

Category	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
----------	------	------	------	------	------	------	------	------	------	------

Pounds (or yards) of waste***										
-------------------------------	--	--	--	--	--	--	--	--	--	--

Pounds or yards of recycled material***										
---	--	--	--	--	--	--	--	--	--	--

*** = Businesses may need to be creative in tracking waste and recycling. If your hauler will not give you amounts by weight, try coming up with your own method to determine amounts and describe how you do it, like making an estimation of how full a dumpster is before it is emptied or how many bags are generated before disposing of them.

kWh of electricity used										
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Gallons of fuel (oil) used										
----------------------------	--	--	--	--	--	--	--	--	--	--

Gallons of fuel(propane) used										
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Cubic feet or Therms of natural gas used										
--	--	--	--	--	--	--	--	--	--	--

Gallons of water used										
-----------------------	--	--	--	--	--	--	--	--	--	--

2 points awarded for each completed Category.

A completed category requires 2009 and at least one other year filled in for comparison purposes.

Using the data above, your business can receive **Double points** for this page by signing up for DEP's Governor's Carbon Challenge. DEP's Pollution Prevention Program can provide free technical assistance to fill out Governor's Carbon Challenge participation form if needed. Sign up and data form can be downloaded here: www.maine.gov/dep/oc/carbon.htm

Would you like to sign up for the Governor's Carbon Challenge? (participation decal is available for this program too):

Yes _____ No _____

Page Point total:

Measurement (sample)

Business activity (has your business increased or decreased?)

Please enter a percentage (estimates are acceptable) __ - 30__% Due to economy (I hope)!!

Category	2001	2002	2003	2004	2005	2006	2007	2008	2009
----------	------	------	------	------	------	------	------	------	------

Pounds (or yards) of waste***					40 yd	43 yd	57 yd	55 yd	35 yd
--------------------------------------	--	--	--	--	-------	-------	-------	-------	-------

Pounds or yards of recycled material***					?	?	?	?	?
--	--	--	--	--	---	---	---	---	---

*** = Businesses may need to be creative in tracking waste and recycling. If your hauler will not give you amounts by weight, try coming up with your own method to determine amounts and describe how you do it, like making an estimation of how full a dumpster is before it is emptied or how many bags are generated before disposing of them.

kWh of electricity used					14,253	14,235	14,786	15,124	12,456
--------------------------------	--	--	--	--	--------	--------	--------	--------	--------

Gallons of fuel (oil) used					8,765	9,321	10,765	11,234	9,654
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Gallons of fuel(propane) used									
--------------------------------------	--	--	--	--	--	--	--	--	--

Cubic feet or Therms of natural gas used									
---	--	--	--	--	--	--	--	--	--

Gallons of water used					23,4876	25,6754	34,987	36,543	28,765
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Page Point total: 8

4 categories had at least two years of data recorded. Since it is 2 points per completed category, the total number of points for this page comes to 8.

If this business also signed up for the Governor's Carbon Challenge (additional participation decal available) the point total for this page would be 16.

OTHER INITIATIVES (points negotiable)

✓ Other environmental certifications and awards.

☐ Points negotiable

✓ Other activities to reduce environmental impact.

☐ Points negotiable

Comments or additional thoughts:

Add up points and enter the total.....

Total Points